

# **Joint Board for the Enrollment of Actuaries**

## **CHARTER**

### **ADVISORY COMMITTEE ON ACTUARIAL EXAMINATIONS**

1. **Committee's Official Designation (Title).** Advisory Committee on Actuarial Examinations (Advisory Committee).
2. **Authority.** The Advisory Committee is a discretionary committee established under agency authority in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.
3. **Objectives and Scope of Activities.** The Advisory Committee is established to provide advice and recommendations relative to examinations in actuarial mathematics and methodology administered by the Joint Board for the Enrollment of Actuaries (Joint Board) pursuant to its mandate under § 3042 of the Employee Retirement Income Security Act of 1974.
4. **Description of Duties.** The Advisory Committee's duties are to recommend topics for inclusion in the Joint Board's examinations, develop examination questions, recommend proposed examinations and pass scores, and consider and make recommendations, as requested, relative to the Joint Board's examination program.
5. **Agency or Official to Whom the Committee Reports.** The Advisory Committee reports to the Chair of the Joint Board.
6. **Support.** The Joint Board is responsible for providing necessary support for the Advisory Committee.
7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating costs and staff years for the Committee are \$55,000 and .1 staff year.
8. **Designated Federal Officer (DFO).** The DFO, a full-time federal employee appointed by the Chair, Joint Board, is responsible for ensuring compliance with the requirements of FACA and its implementing regulations. The DFO will approve or call the Advisory Committee's meetings, prepare and approve all meeting agendas, adjourn any meetings when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Chair of the Joint Board.
9. **Estimated Number and Frequency of Meetings.** The Advisory Committee will conduct approximately four meetings each calendar year.
10. **Duration.** The Advisory Committee is a continuing advisory committee.

11. **Termination.** This charter expires two years from the filing date.
12. **Membership and Designation.** The Advisory Committee will consist of not more than nine members. Each member will be appointed as a Special Government Employee. To ensure a balanced membership, the Joint Board will seek to appoint several members from each main practice area, including small single employer plans, large single employer plans, and multiemployer plans. In addition, to ensure diversity of viewpoints, the Joint Board will limit the number of members employed by any one firm or affiliated with any one actuarial organization.
13. **Subcommittees.** The DFO has the authority to create subcommittees that must report back to the Advisory Committee. Subcommittees may not provide advice or work products directly to the Joint Board.
14. **Recordkeeping.** The records of the Advisory Committee, formally and informally established subcommittees, or other subgroups of the Advisory Committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other Joint Board records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
15. **Filing Date.** The filing date of this charter is October 17, 2014.